

How to

Access DTSNet Using My DTS-PO Fob

Technical Problems?

Submit an IT Request

Email:

ITServiceCenter@state.gov

Phone:

202-647-2000

****Reference DTS-PO DTSNet**



First Time Login Instructions

Begin remote access by entering the following address in any browser:

<https://dtspo.state.gov>

1. At the DTS-PO SSL VPN Login Screen, enter your **Username** and **Password**. ****Your initial Password will be your fob six digit pin number.**
2. Click **Sign In**.

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THIS IS A U.S. GOVERNMENT SYSTEM. UNAUTHORIZED USE IS PROHIBITED AND WILL BE PROSECUTED TO THE MAXIMUM ALLOWED BY LAW.

DTS-PO SSL VPN

1 Username

Password

2 Sign In

THIS SERVICE IS MONITORED. USERS OF THIS SERVICE CONSENT TO SUCH MONITORING. Please sign in to begin your secure session.

3. New PIN Required box opens. **Create your 4-8 digit PIN** number.

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DTS-PO SSL VPN

New PIN Required

You must create a new Personal Identification Number (PIN) before you can sign in. Your PIN should be 4 to 8 characters long.

New PIN:

Confirm PIN:

3

- Be sure to remember your PIN, because you need it to sign in.
- If you decide not to create a new PIN now, click Cancel.

4 Save PIN Cancel

4. Click **Save PIN**.
5. It will bring you back to the Login Screen with a message that your new PIN has been saved. You will need this PIN every time you login.

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DTS-PO SSL VPN

5 Your new PIN has been saved. Be sure to remember your PIN, because you need it each time you sign in. To continue logging in, please wait for the code on your SecurID token to change and then enter your NEW PIN followed by the SecurID token code.

Username

Password

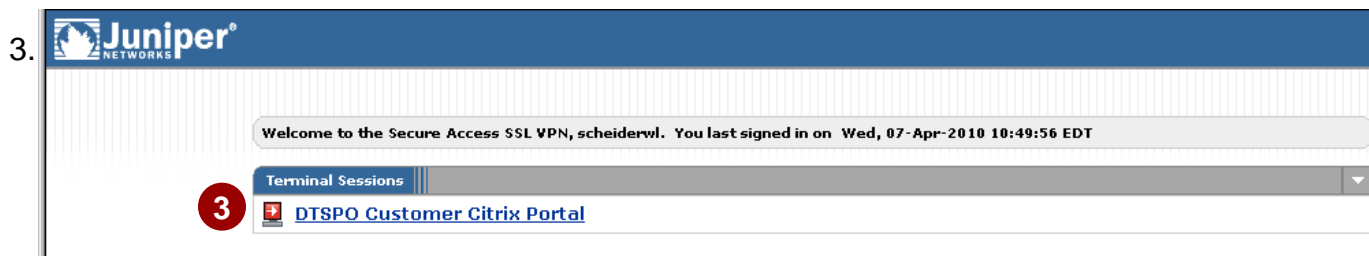
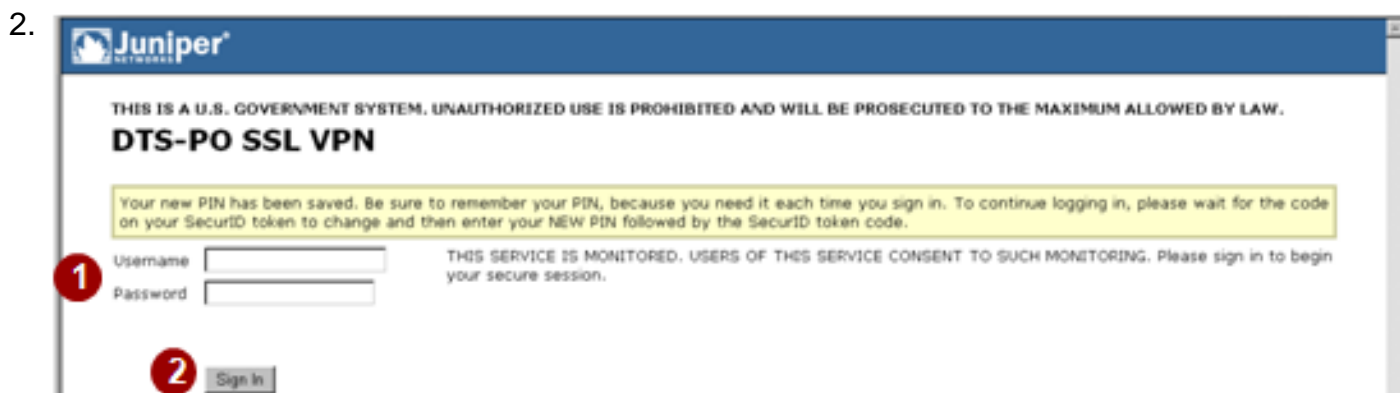
Sign In

THIS SERVICE IS MONITORED. USERS OF THIS SERVICE CONSENT TO SUCH MONITORING. Please sign in to begin your secure session.

Instructions for Login

NOTE: Before continuing, Please wait for the code on your SecurID token to change (code changes every 60 seconds)

1. Enter your **Username** and **Password**. Your new Password is the 4-8 digit PIN you created followed by your fob 6 digit number. Note: You will only see the message "Your new PIN has been saved..." on your first login.

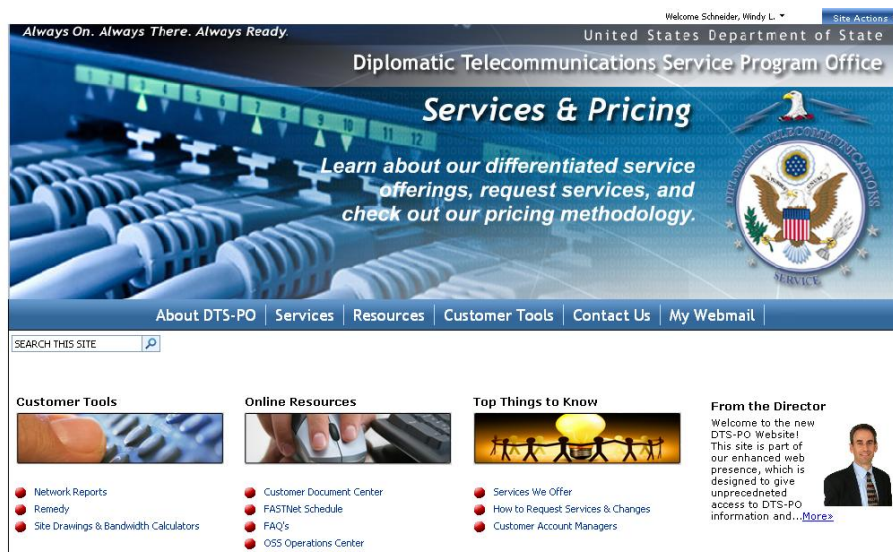


4. You are now prompted to login to DTSNet. Enter your **DTSNet Username** and **Password**. (This password is **not** your pin and fob number. This is the DTSNet password you received from DTS-PO IT)
5. Click **OK**.



Customer Portal

- You now arrive at your destination:
DTS-PO Customer Portal.

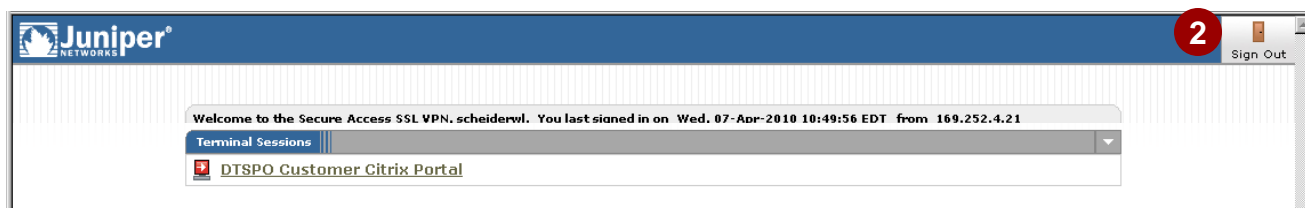


Sign Out Instructions

- To sign out, select the down arrow beside your name and select **Sign Out**. The window will close.



- At the Juniper screen, click the **Sign Out** door icon on the upper right hand of the screen.



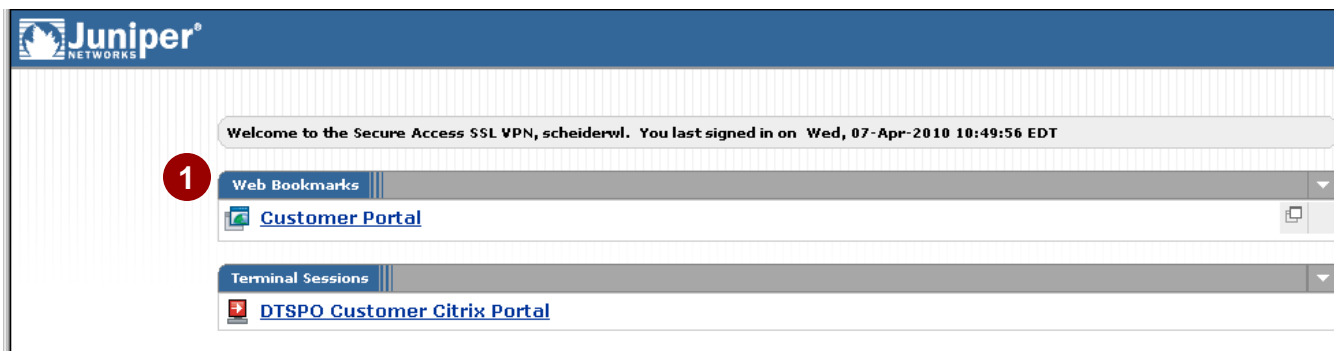
- You will receive a message that your session has ended.

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DTS-PO SSL VPN

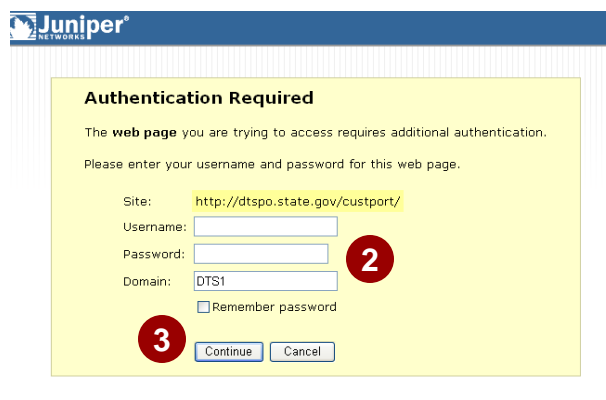
3 Your session has ended.

Instructions for Logging in Through OpenNet Only

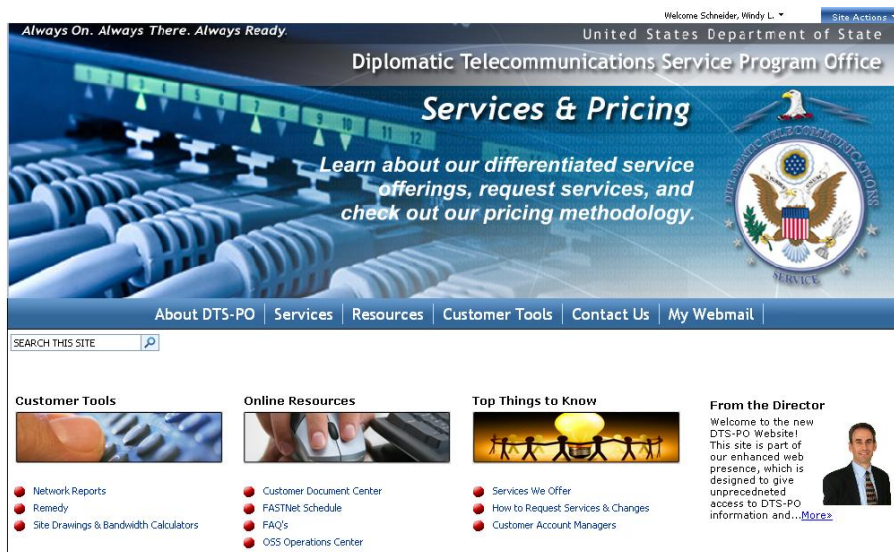
1. Once logged into the Secure Access SSL VPN, select **Customer Portal** link.



2. You are now prompted to login to DTSNet. Enter your **DTSNet Username** and **Password**. (This password is **not** your pin and fob number. This is the DTSNet password you received from DTS-PO IT)
3. Click **Continue**.



4. You now arrive at your destination: **DTS-PO Customer Portal**.

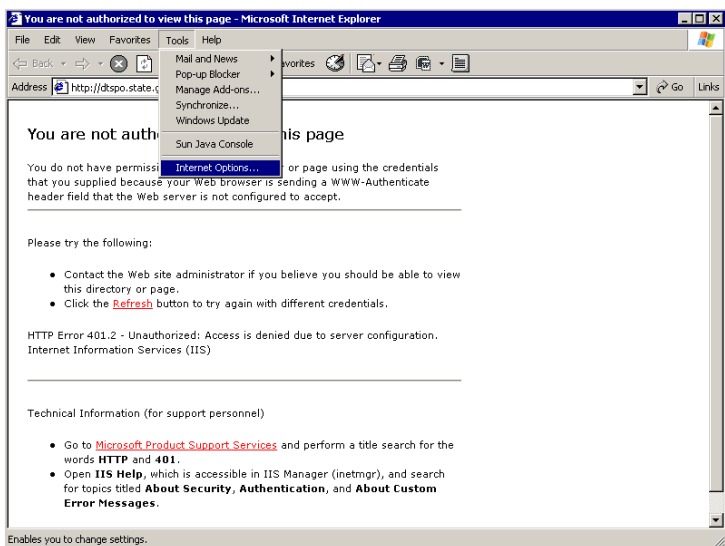


Instructions for Adding Portal to Trusted Sites

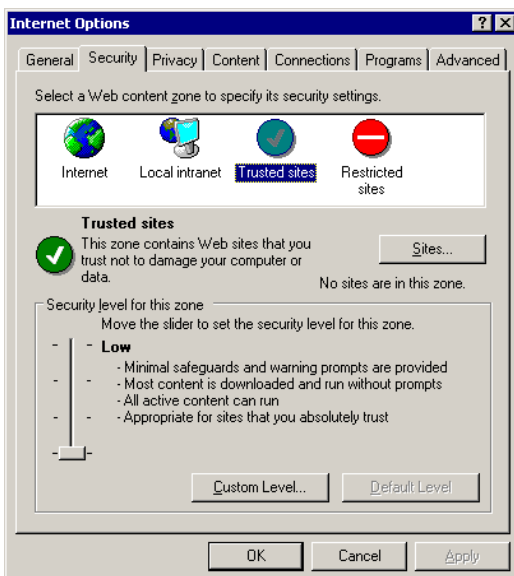
1. If you get a box asking for credentials, click **Cancel**.



2. Go to **Tools** and select **Internet Options...**

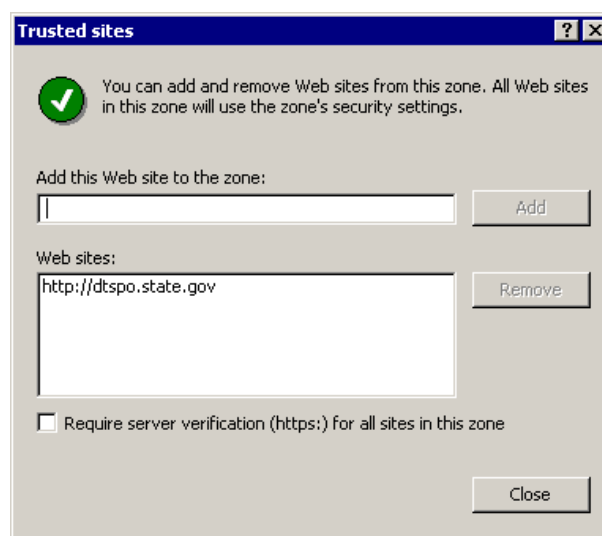
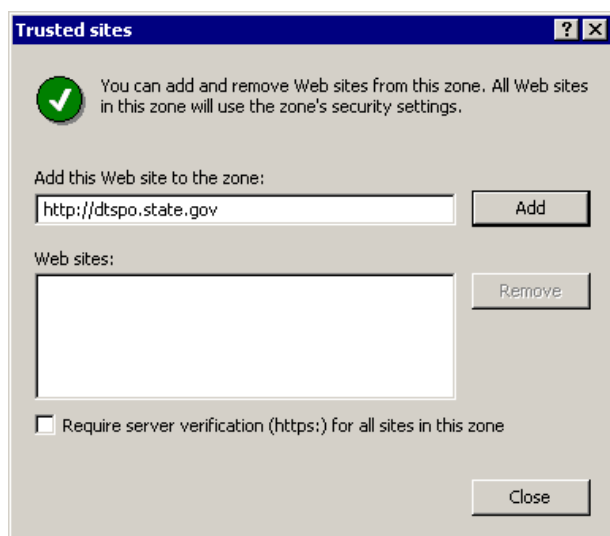


3. Go to **Security** tab, select **Trusted Sites**, then Click on **Sites...**

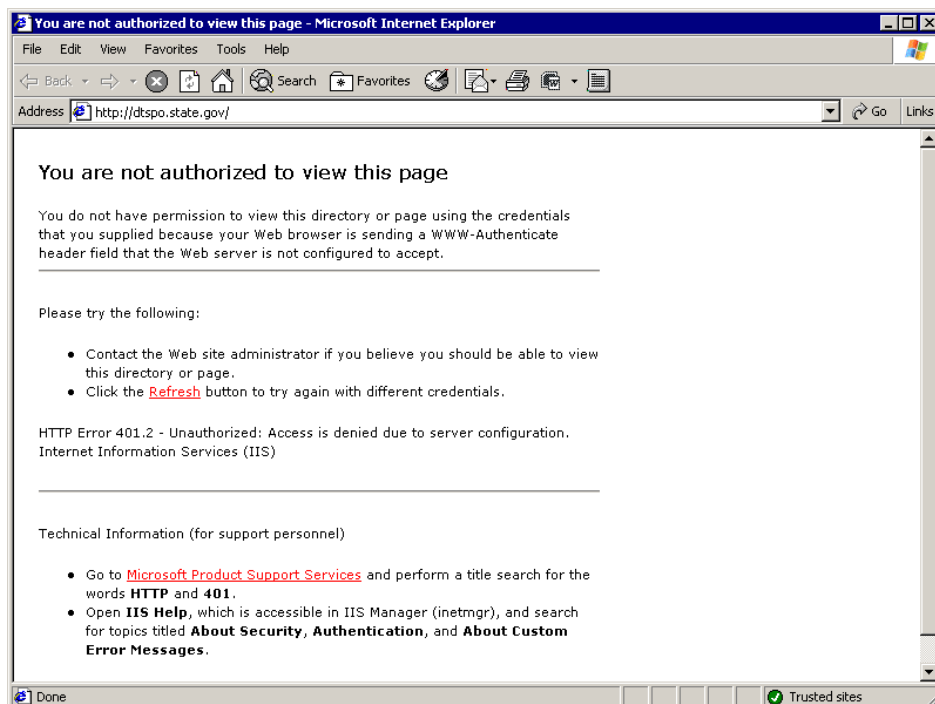


Instructions for Adding Portal to Trusted Sites (Continue)

1. In **Trusted Sites** make sure you see <http://dtspo.state.gov> in the “Add this Web site to the zone:” field . If you don’t see it enter it in. Also, Be sure that “**Require server verification (https)** for all sites in this zone is **UNCHECKED**.”
3. Click **Add > Close > OK**



4. When you get back to the “**You are not authorized to view this page**”, hit F5 on your keyboard.



5. You will now see the DTS-PO Portal Homepage.